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| **Gourav Bairagi Mail:** [**gourav.bairagi@outlook.com**](mailto:gourav.bairagi@outlook.com) **gouravbairagi26@gmail.com** |
| **Male – 26/03/1987 Contact Number: 814 699 2007** |

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| **ACADEMIC PROFILE** | | | | | | | |
| **MBA** | DR. CV Raman University (Finance & Information Technology) | | | | 2007-09 | | |
| **BA** | Guru Nanak Dev. University Amritsar (Economics & Computer science) | | | | 2004-07 | | |
| **Class XII** | Govt. Sen. Sec.School, Jugial (PSEB) | | |  | 2003-04 | | |
| **Class X** | Govt. Sen. Sec.School, Jugial (PSEB) | | | | 2001-02 | | |
|  |  | | |  |  | | |
| **TGHS Facility Service India Pvt. Ltd, New Delhi Asst. HR Manager** | | | **Oct, 2017 - Present** | | | | |
| **Roles & Responsibilities** | | * Handle all HR Related issue. * Maintain CLRA Register, Compliance, Pf, Esic, and Payroll. * Handle Full Employee Lifecycle joining to exit, Recruitment IT and Non –IT, | | | | | |
| **Initiatives** | | 1000 manpower payroll managing NCR, Bangalore, Chennai , Kolkata , Hyderabad, Mumbai. | | | | | |
| **G4S Service Pvt Ltd. Chandigarh Senior Executive - HR** | | | **April, 2016 – Oct, 2017** | | | | |
| **Roles & Responsibilities** | | * Handle all HR Related issue. * Maintain CLRA Register, Compliance, Pf, Esic, and Payroll. * Taking care of Recruitment, Joining, Induction, Training, Exit of the employees * Launching Rewards& Recognition Schemes. | | | | | |
| **Initiatives** | | * Handle 110 Site, 5 State, +400Employees’, complete HR grievance handle alone. | | | | | |
| **TGHS Facility Service India Pvt. Ltd. Chandigarh Executive-HR** | | | **July, 2013 – April, 2016** | | | | |
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| **Roles & Responsibilities** | * Recruitment Internal as well as External for Pan India. * Maintain differnet-2 type of register (Muster Role, Register of Employees, Register of wages etc.) * Issue Offer Letter, Appointment Letter, Design Salary Break-up etc. * Salary Distribution By Bank Transfer And RTGS etc. | | | | | |  |
| **Initiatives** | * Part of the HR Generalist team; handle the core HR profile responsibility, payroll process, joining formality, Exit formality. * Searching the new client for payroll process, third party manpower, Recruitment. * Part of the HR Audit Team for conducting the audit for different-2 Company. | | | | | | |
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| **Dr. CV Raman MBA COURSEWORK** | | | | | | | |
| **Academic Projects** | * Work for ICICI Prudential for Recruitment plan for providing the Insurance Advisor to company. | | | | | | 2009-10 |
| * Arranging the training part of Candidate for IRDA Examination. | | | | | | 2009-10 |
|  | | | | | | | |
| **Internships & CERTIFICATIONS** | | | | | | | |
| **ABR Holding PVT. LTD Singapore** (6 months) | * Undergo the management training from Swenson | | | | | | 2011-12 |
| * Benchmarked the Resorts businesses of Swenson’s& its competitors.(F&B) | | | | | |  |
| **WebCom Technology**  **(3 months) SAP FICO** | * Researched on **Sap Fico** Module and its customization for Account payable, Account receivable , Withholding Tax , Dunning, General ledger creation ,Budgeting etc. | | | | | | 2011-12 |
|  | | | | | |  |
| **WebCom Technology**  **(2 month) CCNA** | * Hand on Training part in Cisco Certified Network Administrator (**CCNA**) | | | | | | 2013-14 |
|  | | | | | | | |
| **WebCom Technology**  **(3 month) SAP BASIS** | * Researched on Sap Basis module and its Customization User Authorization, Creating users. * Assigning the Authorization to the missing objects using pfcg. Various Roles’ creation and assignment to users. * Client Administration, Client Creation, Export & Import, Local Client Copy, Remote Client Copy. | | | | | 2013-14 | |
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| **AWARDS & ACHIEVEMENTS** | | | | | | | |
| **Academic** | * Get merit in IRDA (Indian regularity development Authority) Certification | | | | | | 2009 |
| **Others** | * Play Chess, Cricket interstate level during MBA. | | | | | | 2009 |
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| **Personal Information** | | |
| **Present Address** | * Delhi (willing to Relocate) |  |
| **Permanent Address** | * V.p.o ShahpurKandi , Sidh Baba Road, District & Tehsil Pathankot , 145029 |  |
| **Father Name** | * Sh Jugal Kishore |  |
| **Marital Status** | * Married | |